

ASSISTANT SUPERINTENDENT - OPERATIONS WATER POLLUTION CONTROL

NATURE OF WORK

This is responsible technical, supervisory work directing the operation of large secondary and advanced wastewater treatment facilities.

Work involves responsibility for assisting with the supervision of administrative, management, and process operations of the City's wastewater treatment facilities, including solids handling, wastewater reuse, liquid waste handling, and other related facilities and activities. An employee of this class exercises considerable independence in developing and is responsible for implementing operational plans, programs, and strategies adopted for the wastewater treatment facilities. Supervision is exercised over subordinate teams of wastewater treatment plant operators, maintenance operators, and other skilled and semi-skilled employees. Work is performed under the general supervision of the Superintendent of Water Pollution Control Facilities and is reviewed through conferences, completed projects, and adherence to applicable standard operational plans, procedures, operating permits, and regulations.

EXAMPLES OF WORK PERFORMED

Plans, directs and supervises the daily operations of the City's two wastewater treatment facilities in conformance with all operating criteria; ensures compliance with federal, state and local rules, regulations and operating permits.

Plans, directs and supervises the work of employees involved in the control and operation of the wastewater treatment facilities; assists in planning, organizing, scheduling and reviewing the work of operational staff.

Plans, directs and supervises the programs and operations of facility equipment including pumps, blowers, sludge dewatering equipment, digesters, heaters, instrumentation controls and related equipment, utilizing computerized supervisory control and data acquisition (SCADA) systems and other automatic monitoring and control instrumentation devices.

Directs and reviews daily operating adjustments in process operating parameters and plant operations based on observations and results from process monitoring equipment and laboratory analysis.

Reviews recorded information gathered by meters, gauges, automated devices and other instrumentation and determines if all equipment is calibrated and functioning properly.

Prepares records and reports on a daily, monthly and annual basis of the complete operation of the plant.

Assists in the preparation of annual operating budgets, capital improvement programs, equipment specifications and treatment programs; assists in the preparation of the Capital Improvement Program and operational budget recommendations and development.

Requisitions chemicals and necessary supplies for treatment operations.

Responds to emergency calls regarding wastewater treatment facility operations.

Conducts training and educational programs for operational staff.

Coordinates operations with facilities maintenance managers, supervisors and other maintenance staff as needed.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles, practices, methods, treatment processes and operating procedures related to large secondary and advanced wastewater treatment reclamation reuse and related bio-solids handling facilities.

Thorough knowledge of specialized automated controls and instrumentation, supervisory control and data acquisition (SCADA) systems, physical equipment and testing apparatus related to the operation of large secondary and advanced wastewater treatment facilities.

Thorough knowledge of the occupational hazards and employee safety as they relate to the operation of large secondary and advanced wastewater treatment facilities.

Considerable knowledge of bacteriology and chemistry as it applies to secondary and advanced wastewater treatment and surface water quality.

Considerable knowledge of microcomputers and ability to program and develop computerized applications using spreadsheets, word processing, databases, ladder logic, etc.

Knowledge of the sources of technical information and the ability to use them effectively.

Knowledge of basic mathematics as related to treatment operations.

Knowledge of maintenance computations, automation, programmable logic and other automatic control equipment and devices used in pumping and treatment systems.

Ability to plan and conduct operations training programs.

Ability to plan, schedule, assign, supervise, inspect and evaluate the work of subordinate personnel.

Ability to interpret rules, regulations and policies, and to make decisions in accordance with established standard operating plans, procedures and practices.

Ability to establish and maintain effective communication and working relationships with City officials, superiors, co-workers, subordinates and the general public.

Ability to communicate effectively both orally and in writing.

Ability to compile and maintain operational records utilizing computerized methods.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in environmental science, environmental engineering, biology, chemistry or related fields, and considerable experience in all phases of wastewater treatment and pollution control activities including experience in a supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from a two (2) year vocational/technical school, or two (2) years of college level course work, in environmental science, environmental engineering, biology, chemistry or related fields, and considerable experience in the operation and maintenance of a wastewater treatment plant including some experience in a supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid Nebraska Class IV Wastewater Treatment Plant Operator Certification or ability to obtain within six (6) months.

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Approved by: _____
Department Head

Personnel Director

4/74

Revised: 3/01

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